



CITY OF SPRING PARK
CITY COUNCIL AGENDA
DECEMBER 2, 2019 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. City Council Special Meeting Minutes from November 4, 2019
 - b. Regular City Council Meeting Minutes from November 4, 2019
 - c. Submittal of 2020 Pay Equity Report
 - d. Cancel December 16, 2019 Work Session & Regular Meeting
5. PUBLIC FORUM **
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
 - a. Resolution 19-20 Approving 2020 Final Tax Levy
 - b. Resolution 19-21 Approving 2020 City Budget
 - c. Resolution 19-22 Approving 2020 Staff Wages & Benefits
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - i. LMCD Communications Update
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. December 2, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. December 10 – Administration Committee – 12:00 PM
 - b. December 11 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - c. December 11 – Planning Commission – 6:00 PM
 - d. December 12 – LMCC – 7:00 PM
 - e. December 18 – Police Commission – 8:00 AM
 - f. January 6 – City Council Regular Meeting at 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department October Report
15. ADJOURNMENT

*The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
 SPECIAL MEETING MINUTES
 NOVEMBER 4, 2019 – 6:00 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The special meeting was called to order by Mayor Rockvam at 6:00 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Pamela Horton; Gary Hughes; and Megan Pavot (arrived 6:46 p.m.)

Staff Present: Dan Tolsma, City Administrator; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. APPLICANT INTERVIEWS FOR VACANT CITY COUNCIL SEAT

- a. Michael Mason
- b. Gerald Sicard
- c. Mark Chase

The City Council conducted interviews with applicants interested in being appointed to fill the current vacancy on City Council.

2. CITY COUNCIL VACANCY DISCUSSION

Mayor Rockvam commented on the candidates and their commitment to the community.

The City Council discussed the candidates and what they could bring to the City Council.

The City Council consensus was that Mark Chase is the best fit for the City Council at this time and that they would approve his appointment at the regular meeting.

3. ADJOURN – The work session was adjourned by unanimous consent at 6:51 p.m.

Date Approved: November 18, 2019

 Dan Tolsma, City Administrator

 Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
NOVEMBER 4, 2019 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:00 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Gary Hughes; Pamela Horton; Megan Pavot; and Mark Chase

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. RESOLUTION 19-18: APPOINTING COUNCIL MEMBER

M/Hughes, S/Pavot that the following amended resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 19-18

RESOLUTION APPOINTING MARK CHASE TO THE VACANT
SPRING PARK CITY COUNCIL SEAT

Motion carried 4-0. This resolution appears as Resolution No. 19-18.

4. OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER

City Clerk Schyma administered the oath of office to newly appointed Council Member Mark Chase.

5. ADOPT MEETING AGENDA

City Administrator Tolsma proposed the following changes to agenda:

- Adding Item #6d to Consent Agenda – Resolution 19-19: MCES 2017 I&I Grant Program and Agreement;
- Adding a speaker to Item #8 – Presentation by Police Chief Farniok; and
- Adding Item #16b – Comments received from residents on West Arm Road West on November 4, 2019.

Council Member Hughes requested that the above changes be included in his motion to amend the agenda.

M/Hughes, S/Horton to adopt the meeting agenda as amended

Motion carried 5-0.

6. ADOPT CONSENT AGENDA

- a. City Council Work Session Meeting Minutes from October 21, 2019
- b. Regular City Council Meeting Minutes from October 21, 2019
- c. Back Channel Brewery Special Event & Temp On-Sale License for December 1st
- d. Resolution 19-19: MCES 2017 I&I Grant Program and Agreement

M/Pavot, S/Horton to adopt the Consent Agenda as amended.

Motion carried 5-0.

7. PUBLIC FORUM

Patrick O’Flanagan, owner of 4388 Shoreline Drive, wanted to discuss the letter he received from the City regarding nuisance conditions on his property. He stated he has begun the application process for a conditional use permit.

Stan Wise, owner of 2433 Interlachen Road, stated that he wanted to address the City Council before any legal action is taken against his property. He stated that there are no derelict vehicles or hoop houses on his property. He added that he is working on bringing his property into compliance.

8. PRESENTATIONS & GUEST SPEAKERS

- Presentation by Police Chief Farniok – Police Chief Correy Farniok updated the Council on upcoming road closures and tentative county road projects that will impact the traffic and road activity in Spring Park over the next few years.

9. PUBLIC HEARINGS – None.

10. PETITIONS, REQUESTS, & APPLICATIONS – None.

11. ORDINANCES & RESOLUTIONS – None.

12. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council

Council Member Hughes discussed the Mound Fire Department’s press release about grant money received in 2019.

Mayor Rockvam discussed lift-assist calls and how those calls impacted the five to six percent increase in the Mound Fire Department budget. He added that he wants to find some way for the City to be able to recoup the costs involved with lift-assist calls since it falls on the taxpayers to pay this expense for a private business. He stated that the City should not be subsidizing a private business because their staff is unable to or unwilling to lift these individuals. He asked staff and the City Attorney to look into options since these types of calls are affecting the operating budget.

Mayor Rockvam asked about the monthly staff meetings.

City Administrator Tolsma responded that these are logistics-centered meetings. The main purpose is to get all City staff and contracted staff together to discuss current issues, ask questions, and figure out processes in an efficient manner while everybody is in the same room.

b. City Staff – None.

c. Contract Staff – None.

13. NEW BUSINESS & COMMUNICATIONS – None.

14. CLAIMS FOR PAYMENT

a. November 4, 2019 Claims

M/Horton, S/Hughes to approve all claims for payment.

Motion carried 5-0.

15. UPCOMING MEETINGS & TRAINING

a. November 12 – Administration Committee – 12:00 PM

b. November 13 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM

c. November 13 – Planning Commission – 6:00 PM

d. November 18 – City Council Work Session at 6:00 PM with Regular Meeting at 7:00 PM

16. MISCELLANEOUS (INFORMATION ONLY)

a. Mound Fire Department Press Release

b. Comments received from residents on West Arm Road West on November 4, 2019

17. SPECIAL CITY COUNCIL CLOSED SESSION – CITY ADMINISTRATOR’S OFFICE

a. Special City Council Closed Executive Session to have an attorney-client privileged discussion related to potential litigation to enforce nuisance abatement at 2254 Lilac Road, 2433 Interlachen Road, and 4388 Shoreline Drive. The Closed Session will be convened pursuant to Minn. Stat. Section 13D.05, subd. 3(b).

City Attorney Tietjen provided a brief explanation about closed sessions and stated that tonight’s Closed Executive Session is related to an attorney-client privileged discussion related to potential litigation.

M/Horton, S/Hughes to adjourn to the Closed Executive Session in the City Administrator’s Office at 7:24 p.m. to have an attorney-client privileged discussion related to potential litigation to enforce nuisance abatement at 2254 Lilac Road, 2433 Interlachen Road, and 4388 Shoreline Drive. The Closed Session will be convened pursuant to Minn. Stat. Section 13D.05, subd. 3(b).

Motion carried 5-0.

The Closed Executive Session was called to order by Mayor Rockvam at 7:25 p.m. in the City Administrator’s Office.

Members Present: Jerome P. Rockvam, Mayor; Gary Hughes; Pamela Horton; Megan Pavot; and Mark Chase

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

The Closed Executive Session was convened pursuant to M.S. 13D.05.

The Closed Executive Session was adjourned by unanimous consent in the City Administrator's Office at 8:26 p.m.

18. RECONVENE REGULAR CITY COUNCIL MEETING IN THE COUNCIL CHAMBERS

The meeting was called to order by Mayor Rockvam in the Council Chambers at 8:27 p.m.

City Attorney Tietjen provided a summary of the Closed Executive Session:

- 2254 Lilac Road – The Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.
- 2433 Interlachen Road – The Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.
- 4388 Shoreline Drive – The Council set a deadline for the property owner to submit a completed application for a Conditional Use Permit (CUP) by Friday, November 15. If a completed application is not received by the deadline, the City Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.

M/Rockvam, S/Hughes to approve the summary provided by the City Attorney and to authorize City staff and the City Attorney to proceed with action as the Council has directed.

Mayor Rockvam requested a roll call vote.

Motion carried 5-0. (all ayes)

19. ADJOURNMENT

The City Council Meeting was adjourned by unanimous consent at 8:29 p.m.

Date Approved: November 18, 2019

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

SUBMITTAL OF 2020 PAY EQUITY REPORT

1. **BACKGROUND:** The Local Government Pay Equity Act, Minnesota Statute § 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. This report is compiled to ensure equitable pay relationships between male and female employees. The City's last report was filed in 2017.

The job evaluation and salary data for Spring Park were prepared using the State Job Match System and the Minnesota Management and Budget salary formulas.

2. **DISCUSSION:** The preliminary results indicate that the City of Spring Park will continue to be in compliance with the Minnesota Pay Equity Act. However, the State will analyze the report and make an official determination. The City will accept the official findings and, if necessary, come back to the City Council if adjustments are needed to achieve compliance.

Title	Males	Females	Points	Min Sal	Max Sal	Yrs Srv	Exceptional Srv
Office Assistant/Account Clerk	0	1	141	4057.00	4057.00	13.00	Performance
City Clerk	0	1	228	5599.00	5599.00	3.50	Performance
City Administrator	1	0	483	7648.00	7648.00	8.50	Performance

3. **RECOMMENDATION:** Authorize the submittal of Spring Park's 2020 Pay Equity Report to the Minnesota Management and Budget Department.

9a

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 19-20

A RESOLUTION ADOPTING 2020 FINAL TAX LEVY

BE IT RESOLVED by the Council of the City of Spring Park, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2020, upon taxable property in the City of Spring Park, for the following purposes:

General Fund Levy \$1,128,501.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 19-21

A RESOLUTION ADOPTING THE 2019 GENERAL FUND BUDGET

BE IT RESOLVED, by the Spring Park City Council, County of Hennepin, Minnesota, that the final 2020 General Fund Budget be accepted as follows:

(Per attached final 2020 Budget)

Total General Fund Budget is \$1,325,801.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

Attest:

Jerome P. Rockvam, Mayor

Theresa Schyma, City Clerk

2020 FINAL BUDGET SUMMARY

GENERAL FUND

Revenue

Property Tax Levy	\$1,128,501
Payments in Lieu of Taxes	\$39,000
Licenses & Permits	\$26,600
Zoning & Building Fees	\$39,000
Grants & Aid	\$7,200
Recycling Fees	\$13,000
Fines	\$10,000
Special Assessments	\$5,000
Miscellaneous	\$17,500
Transfer from Reserves	\$40,000
Total	\$1,325,801

Expenditures

Police	\$465,750
Fire	\$158,831
Public Works	\$180,750
Administration	\$197,020
Contracted Services (Planner, Attorney, Assessor & Building Official)	\$113,950
Parks & Recreation	\$28,250
Waste Services	\$48,000
Debt Service	\$127,250
Total	\$1,325,801

WATER & SEWER FUNDS

Revenue

Charges for Service	\$885,000
Miscellaneous	\$12,500
Interest Earnings	\$25,000
Lease Revenue	\$48,800
Transfer from Reserves	\$32,341
Total	\$1,003,641

Expenditures

Contracted Services (PeopleService)	\$90,000
Operations & Maintenance	\$379,550
Depreciation	\$182,800
Met Council Sewer Charges	\$211,791
Debt Service	\$139,500
Total	\$1,003,641

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 19-22

A RESOLUTION ADOPTING 2020 STAFF WAGES & BENEFITS PACKAGE

BE IT RESOLVED, by the Spring Park City Council, County of Hennepin, Minnesota, that the final 2020 Staff wages & benefits package be accepted as follows:

2020 Staff Wages:

- City Administrator: \$91,780.42 Annual Salary [0% total increase]
- City Clerk: \$33.28 Hourly [3% total increase (1.7% COLA + 1.3% Performance)]
- Office Assistant/Utility Billing: \$24.11 Hourly [3% total increase (1.7% COLA + 1.3% Performance)]

2020 Staff Benefits Package:

- HealthPartners \$2,500/\$5,000 High Deductible HSA Health Insurance.
 - Premium Contribution: Single 100%, Family 100%
 - Deductible HSA Contribution: Single 100%, Family 75%
- Sun Financial \$10,000 Life & Accidental Death Insurance Coverage
- Sun Life Financial 60% Long-Term Disability Coverage
- Flex Time/Comp Time/Overtime Accrual Per City of Spring Park Employee Manual and Contracts.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

Attest:

Jerome P. Rockvam, Mayor

Theresa Schyma, City Clerk



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

DATE: November 13, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: Communications Initiative and Activities Update

ACTION

Board review and input regarding progress on communications initiatives.

BACKGROUND

Several strategic communications and public engagement initiatives are underway. A professional services agreement was signed with Goff Public in August 2019 to provide branding and reputation, media relations, and legislative relations services. Progress has been made and an update will be presented regarding a draft Strategic Communications Plan, draft LMCD fact sheet, and draft business cards for your input. In addition, a highlight of related and other activity regarding the website and social media will be provided illustrating actions taken to enhance organizational reach, accessibility of public information, and public engagement.

Website Improvements

Staff has been working to reorganize the LMCD website to make it more user friendly. Additions are being made to ensure residents and visitors can easily find information about on-lake facilities, including restrooms and gas docks, licensed marinas, boating clubs, and more. In the coming year, staff will be looking into opportunities for a new website. Website statistics from August 2016 to present are attached.

2019 Social Media Overview

The Lake Minnetonka Conservation District (@LakeMinnetonkaConservationDistrict) Facebook page was created in February of 2016 and has 503 followers. The page gained 274 followers in 2019. The post announcing high water declaration reached over 13,000 Facebook users and the high-water termination post was seen by over 7,000 users. Other successful posts, which reached between 1,000 to 6,000 Facebook users, included information about solar lights being placed or removed, boater safety course registration, and nuisance vegetation.

The Lake Minnetonka Conservation District (@LakeMtkCD) Twitter account was created in January of 2017 and has 68 followers. 40 of the account's followers were new in 2019. The

November 13, 2019 LMCD Regular Board Meeting

account's more popular tweets are seen by approximately 1000 twitter users. The most widely seen tweet of the year was regarding the high-water declaration, earning 1,354 impressions, followed by a tweet regarding high water termination, earning 1,302 impressions.

The communication activities often reflect workload cycles for other communication methods such as telephone, email, and in-person.

ATTACHMENT

- Website Statistics
- Draft Strategic Communication Plan
- Draft LMCD Fact Sheet
- Draft Business Cards

2019 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MONTH: October

City	Call Type	2019				2018			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	13	222	90	1641	7	157	97	2032
	Rescue	13	212	175	2764	17	294	161	2681
	Duty Officer	2	2	20	23	1	1	18	19
MINNETONKA BEACH <i>(for 2018 YTD Total Calls / Hours Reference)</i>	Fire			0	0	1	18	15	396
	Rescue			0	0	2	59	8	244
	Duty Officer			0	0	0	0	0	0
MINNETRISTA	Fire	3	34	24	385	2	26	31	670
	Rescue	6	79	43	754	2	26	31	614
	Duty Officer	0	0	5	5	0	0	4	5
SHOREWOOD	Fire	0	0	2	32	0	0	0	0
	Rescue	1	16	1	16	0	0	0	0
	Duty Officer	0	0	0	0	0	0	2	2
SPRING PARK	Fire	0	0	21	347	3	58	37	835
	Rescue	10	129	83	1264	14	221	75	1245
	Duty Officer	1	1	6	6	1	1	3	3
MUTUAL AID	Fire	2	93	25	954	2	76	19	640
	Rescue	0	0	0	0			2	25
STAND BY	Weather, Special Event, Etc.	0	0	0	0	0	0	2	72
Total Activity All Cities	Fire	18	349	162	3359	15	335	199	4573
	Rescue	30	436	302	4798	35	600	277	4809
	Duty Officer	3	3	31	34	2	2	27	29
	Stand By	0	0	0	0	0	0	2	72
	TOTAL	51	788	495	8191	52	937	505	9483

Monthly Activity by Call Category	2019	2018
COMMERCIAL	7	2
RESIDENTIAL	41	47
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	3	3
SERVICE CALLS (Smoke/CO Detectors)	1	2
LEGITIMATE FIRE ALARMS	2	1
FALSE FIRE ALARMS	6	0

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2019		2018	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	1	1	5
MUTUAL AID CALLS GIVEN	2	25	2	21
TRAINING/MAINTENANCE HOURS	313.5	3691.75	358.5	3182.5

J:\admin\REPORTS - Fire Incident & Performance\2019 Performance Reports\2019 City's Monthly Report

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Mound Fire Department
Incident Reports - Spring Park
 October, 2019

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
Total Fire Calls				0	Total Fire Hours		0

451	10/3/2019	Spring Park	4501 Shoreline Drive, #329	Rescue	EMS	Unknown Transport	11
452	10/3/2019	Spring Park	4695 Shoreline Drive	Rescue	EMS	Unknown Transport	15
456	10/5/2019	Spring Park	4527 Shoreline Drive, #118	Rescue	EMS	Cancelled upon arrival	10
458	10/7/2019	Spring Park	4527 Shoreline Drive, #312	Rescue	EMS	Cancelled upon arrival	12
462	10/10/2019	Spring Park	4515 Shoreline Drive	Rescue	EMS	Transported	14
472	10/17/2019	Spring Park	4501 Shoreline Drive, #307	Rescue	EMS	Transported	12
474	10/18/2019	Spring Park	4515 Shoreline Drive	Rescue	EMS	Cancelled	15
481	10/24/2019	Spring Park	4527 Shoreline Drive	Rescue	EMS	Transported	18
483	10/25/2019	Spring Park	4523 Shoreline Drive	Rescue	EMS	Transported	12
492	10/29/2019	Spring Park	4100 Shoreline Drive	Rescue	EMS	Transported	10
Total Rescue Calls				10	Total Rescue Hours		129

467	10/12/2019	Spring Park	4527 Shoreline Drive, #124	Rescue	EMS	No action needed	
Total Duty Officer Calls				1	Total Duty Officer Hours		0

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				11	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS		129
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Mound Fire Department

City of Spring Park
January - October, 2019

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
25	1/24/2019	2400 Interlachen Road	x			Burnt Food - Ventilated	N	Y
67	2/20/2019	4400 West Arm Road	x			Cancelled upon arrival	Y	Y
138	4/15/2019	4300 Shoreline Drive	x			Investigated, found problem riser	N	Y
141	4/17/2019	4601 Shoreline Drive	x			Caused by water leak	N	Y
269	6/29/2019	4527 Shoreline Drive	x			Burnt Food, Reset Alarm	N	Y
316	7/18/2019	4716 West Arm Road	x			Cancelled	Y	Y
279	7/3/2019	2400 Interlachen Road, #301	x			Burnt Food - Ventilated	N	Y
283	7/5/2019	2400 Interlachen Road	x			Burnt Food - Ventilated	N	Y
401	9/7/2019	3893 Mapleton Ave			x	CO Levels Found	N	N
404	9/8/2019	2380 Island Dr	x			Nothing found-Reset Alarm	Y	Y
440	9/26/2019	4294 Shoreline Drive	x			Testing Alarm	Y	Y

2019 YTD TOTALS

FIRE ALARM	10			False Alarms	4	
SMOKE DETECTOR		0		Legitimate Alarms	7	
CO DETECTOR			1	Preventable		10
TOTAL - ALL ALARMS	11					